

CITY OF LAKESITE VARIANCE APPLICATION COVER SHEET

**ALL INFORMATION MUST BE FILLED OUT AND LEGIBLE IN ORDER FOR YOUR
REQUEST TO BE HEARD**

\$100.00 NON-REFUNDABLE FEE Date Paid _____ Check # _____
Copy of Receipt attached to form

DATE FILED _____

ADDRESS OF VARIANCE REQUEST _____

ZONING OF PROPERTY _____ COUNTY TAX MAP # _____

NAME AND ADDRESS OF PROPERTY OWNER

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

APPLICANT'S DAYTIME PHONE NUMBER _____

NATURE OF REQUEST _____

PRESENT REQUIREMENTS _____

SIZE OF STRUCTURE TO BE CONSTRUCTED _____

APPROXIMATE VALUE OF STRUCTURE _____

OTHER STRUCTURES ON THE PROPERTY _____

Attach Map of Property and Indicate Names and Addresses of Adjoining Property Owners

SECTION 603 APPLICATION AND PROCEDURE: The applicant shall submit the application to the City Manager or his designee and shall supply such information as the City Commission may require to identify the land and determine the reason for the appeal or review. Each application by a property owner shall be accompanied by a receipt for a fee of one hundred dollars (\$100.00), paid to the City of Lakesite to cover the City's cost of handling the application, no part of which fee is returnable.

Upon receipt of the application fee, the City of Lakesite shall schedule a public hearing. A notice of the public hearing shall be published in a daily newspaper for **at least** seven (7) days before the hearing.

Persons objecting to the relief sought by the applicant or interested in the review or determination made by the Commission may likewise set forth their views and actual evidence in writing and be signed by the objectors. The application and objection shall be submitted to the Commission within the time provided in its rules of procedure.








The City Commission shall not rehear any case upon the same grounds within a minimum period of one (1) year of its previous hearing date.

CHECKLIST

Following is a list of materials and information which you must supply this office to have your case presented at the Lakesite City Commission meeting. **All documents and information must be submitted before you will be placed on the Commission agenda for a public hearing. Remember, advertising for this public hearing must be at least seven (7) days before the public hearing.**

Applications must be accompanied by the following information as applicable.

- ☐ A written narrative description of the variance proposal, **in detail**, about all aspects of the proposed request and its impact on the community. The description should include information on the hours of operation, number of employees, number of dwelling units, vehicle trips, noise, water usage, sanitary waste treatment and any other relevant concerns for the City.
- ☐ Copy of preliminary building and site plans drawn to scale showing the following information **as applicable.**
- ☐ Surveyed plat signed by a registered surveyor.
- ☐ Project name.
- ☐ Date, scale and North arrow.
- ☐ Vicinity map.
- ☐ Uses of adjacent property.
- ☐ Exterior dimensions of the site.
- ☐ Total project acreage.
- ☐ Location, name and width of all existing or proposed streets.
- ☐ Location of the proposed structure.
- ☐ Location of all off-street parking and driveways.

-  Proposed buffers and screening.
-  Location, height, fixture type of street lighting.
-  Dumpster locations.
-  Rough floor plans, including gross floor area.
-  Building height.
-  Provide a minimum of 4, maximum of 6 photographs showing the area affected by your appeal.
Graphics or architectural sketches may be used to fill this requirement.
-  Landscape Plan.

If title to above mentioned property is not in the name of the applicant and appeal is on behalf of such property, attach a notarized letter from the owner signifying his approval.

I do hereby declare that I am the owner of the above property and that the above information is correct and true to best of my knowledge.

Date_____

Signature of Applicant _____

VARIANCE REQUEST FORM

Please print legibly or this may delay your request

TO THE CITY OF LAKESITE:

I, _____, hereby petition the City
(PRINT NAME)

Commission of the City of Lakesite for a VARIANCE from the literal provisions of the City Zoning Ordinance because, under the interpretation given to me by

_____ I am prohibited from using the parcel of land
(PRINT NAME)

described in the attached form (Application Cover Sheet) in a manner shown by the plat plan attached to that form. I request a variance from the following provisions of the ordinance (cite Zoning Section Numbers) _____

so that the above-mentioned property can be used in a manner indicated by the plat plan attached to the Application Cover Sheet or, if the plat plan does not adequately reveal the nature of the variance, as more fully described herein

FACTORS RELEVANT TO THE ISSUANCE OF A VARIANCE

The City of Lakesite does not have unlimited discretion in deciding whether to grant a variance. The City of Lakesite may grant variances only upon finding that **ALL** of the following conditions exist. In the spaces provided below for each variance criteria, indicate the facts that you intend to show and the arguments that you intend to make to convince the City of Lakesite that it can properly reach the required conclusions. **Attach additional sheets if necessary.**

1. Explain any extraordinary and exceptional conditions of the piece of property in question because of size, shape, topography. _____

2. The application of the Zoning ordinance to this property would create unnecessary hardship because _____

3. Approval of this variance would not cause substantial detriment to the public good and why

4. Such conditions are peculiar to this piece of property because _____

5. The circumstances surrounding this request are not the result of acts by the applicants. Why?

6. This request is not for a use of land, buildings which is not permitted by right in the Zoning District involved. _____

I do hereby declare that I am the owner of the above property and that the above information is correct and true to best of my knowledge.

Date _____

Signature of Applicant _____